

{FEMA\_LTR\_HEAD}

Disaster No: {DSTR\_NR}

FEMA Application No: {RGSN\_ID}

{APPL\_NM}

{STRT\_ADR}

{CITY\_STATE}

{SALUTATION}:

This letter is in response to your recent request for disaster assistance from the Federal Emergency Management Agency (FEMA). The application period for this disaster was {APPL\_FROM\_DATE} to {APPL\_TO\_DATE}; you contacted FEMA on {DATE\_APPLIED}. Your application cannot be processed because you did not submit a letter of explanation or documents that clearly shows why you were unable to apply during the application period, or the reason you provided was insufficient in demonstrating a condition that would cause a significant delay in allowing you to apply for assistance.

If you have further questions or would like information about other assistance programs, call FEMA's Helpline at 800-621-FEMA (3362), or visit **[www.DisasterAssistance.gov](http://www.DisasterAssistance.gov)**. If you are deaf, hard of hearing, or have a speech disability and use a TTY, please call 800-462-7585. If you use 711 or Video Relay Service (VRS), call 800-621-3362.

Sincerely,

{HS\_OFFICER\_TTL}

{LTR\_CD}